

TERRACE HILL OPERATIONS – Currently at DAS

Staff Job Descriptions

David Cordes -Terrace Hill Administrator

This position is responsible for the overall management and administration of the Terrace Hill Historic Site. Plans and coordinates historic preservation and site maintenance activities. Supervises all of the Operations staff plus the Housekeeper and the Food and Housekeeping Coordinator of the Governor's Terrace Hill Staff. Receives policy and planning guidance from the Terrace Hill Commission, reports to the Deputy Chief of Staff, Governor's Office.

Beth Wright - Admin Assistant 1:

This position is responsible for providing secretarial assistance to the administrator as well as general reception functions. Processes all invoices, bills, payroll. Completes all bookkeeping entries for the Terrace Hill Foundation. Processes Tour receipts and prepares deposits to the State of Iowa as well as the bank accounts of the Terrace Hill Foundation. The position serves as a central point of contact and coordinates the needs of all special events. Reports to the Terrace Hill Administrator.

Carla Herling - Communication and Programs Coordinator:

This position is responsible for developing and managing programs at Terrace Hill. These include the general tour program, school tours, special program events, lecture series, and various holiday / seasonal programs for the public. In conjunction with the programs, this position is responsible for recruiting, training, and supervising volunteers of various capacities including tour docents. This position is also responsible for coordinating all media releases and other public information relative to promoting participation in programs and events at Terrace Hill. Reports to the Terrace Hill Administrator.

Brian Browning - Construction Technician SR:

This position is responsible for all general maintenance of the buildings and equipment at Terrace Hill including all HVAC systems, plumbing, mechanical, as well as general building components. This person has experience and understanding of historic preservation methods and utilizes special skills in the care of the historic building fabric as well as minor repairs and maintenance to the furniture and other various antiques in the Terrace Hill Collection. Reports to the Terrace Hill Administrator.

Monty Lovell - Nursery Worker 2 / Horticulturist:

This position is responsible for the care and maintenance of the Terrace Hill lawns and gardens consisting of 8 acres including mowing, edging, cultivating, trimming, planting, supervising volunteers. This position is also responsible for snow removal and various general janitorial duties. Reports to the Terrace Hill Administrator.

TERRACE HILL QUARTERS – IGOV ACCOUNT

Staff Job Descriptions

Cyndi Pederson – Senior Advisor to the First Lady

This position is responsible for the overall management of the First Lady's office.

This person is in charge of scheduling the First Lady's time, coordinating her activities with the Governors office and activities at Terrace Hill. It also involves planning and implementing initiatives, fundraising and outreach. This position is the main point of contact for all inquires and requests to the First Lady's office. Reports to Deputy Chief of Staff.

Sharon VanVerth - Food & Housekeeping Coordinator:

This position provides all of the various food and culinary needs of the Governor and first family including and for Governor's special events, receptions, dinners, etc. This position plans menus, procures supplies and groceries and is responsible for cleaning and maintaining both the commercial kitchen in the basement level and the family kitchen in the private quarters. Reports to the Terrace Hill Administrator.

Samol Thlang -Housekeeper:

This position is responsible for general housekeeping and cleaning activities in the public areas of the first and second floors of the mansion as well as the private quarters, an area of over 13,000 sq. ft. This position also does general laundry for the first family as well as laundering and pressing various table linens. Reports to the Terrace Hill Administrator.